Software Quality Reporting Form

Date Rec'd:

Tracking Number:
(Issued by SA Lead)

Assessor: (Name, phone, and e-mail)	**Date: (MMMM DD, YYYY)**
Project Name:	**Project Life Cycle Phase: (check one)**
SO Number:	☐ **Concept**
Assessment Completion Date:	☐ **Requirements**
Assessment Type: (check one) ☐Process or ☐Product or ☐Combined	☐ **Design**
Assessment Trigger:	☐ **Implementation**
Assessment Task:	☐ **Integration Test (Verification)**
Name & Version of Checklist Used:	☐ **Acceptance Test (Validation)**
Number of Findings:	☐ **Operations and Maintenance**
Number of Findings by Priority: P1# , P2#	☐ **Other_____**
Number of Observations:	
Risk Identified: (check one) ☐ Yes # (# of Risk), or ☐ No	
Approved Software Assurance Plan (check) ☐ Yes or ☐ No or (if no, ☐ Draft developed or under review)	
Comments to SA Lead:	

Finding – Non-compliance to a requirement, procedure, standard, or specification.

> **Priority 1 Finding** - A major omission or non-compliance that requires immediate attention and corrective and preventive action, as well as SQ follow-up. Failure to correct may impact the development life cycle or the integrity of the product. *Example: Software requirements not under configuration control.*

> **Priority 2 Finding** - A minor omission or non-compliance that does not jeopardize the immediate quality of the process or product, but requires timely corrective and preventive action. SQ follow-up is also required. *Example: Software media is mislabeled in Software Library.*

Observation - A statement of fact (positive or negative) based on objective evidence.

Software Quality Reporting Form Field Descriptions

Field Name	Description
Date Rec'd	Leave blank. Internal field for Software Assurance Lead to fill in; used for documenting date received by SA Lead
Tracking Number	Leave blank. Internal field for Software Assurance Lead to fill in; used for tracking SQ Reporting forms
Assessor	Enter your contact information: Full Name, Phone, and E-mail address
Date	Enter the date this form was completed (MMMM DD, YYYY)
Project Name	Enter the project name, mission name, system name, or system. Examples: Aura EMOS, STEREO IMPACT flight software
Project Life Cycle Phase	Check off one life cycle phase in which the assessment was conducted
SO Number	OSSMA MASC service order number, example: 1.060
Assessment Completion Date	Enter the date the assessment was completed MMMM DD, YYYY
Assessment Type	Check the type of assessment: process, product, or combined (where combined includes both process and product)
Assessment Trigger	Identify reason for assessment (e.g., SQ planned activity, developer performance issue)
Assessment Task	Enter name of the process, product, or combined assessment. Example: CM Plan, Risk Management Process, Engineering Peer Review, etc...*(reference 303-PG-7120.2.1, Procedure for Developing and Implementing Software Quality for complete list)*
Name & Version of Checklist used	Enter the name/title and version number of the checklist used for the assessment. If no checklist was used, enter explanation in the "Comments to SA Lead" field
Number of Findings	Enter the total number of findings found during the assessment
Number of Findings by Priority	Enter the number of findings by priority: **P1** = A major omission or non-compliance that requires immediate attention and corrective and preventive action, where failure to correct may impact the development life cycle or the integrity of the product. **P2** = A minor omission or non-compliance that does not jeopardize the immediate quality of the process or product, but requires timely corrective and preventive action
Number of Observations	Enter the total number of observations found during the assessment
Risk Identified	Check "Yes" if risks were identified and enter the number of risks. *NOTE: All risks identified are to be reported to the project risk manager.* Check "No" if none where identified
Approved Software Assurance Plan	Check one: Yes if plan has been approved, or No if plan has not been approved, or draft plan is under review
Comments to SA Lead	Enter any comments to the SA Lead regarding any assessment concerns or checklist suggestions